

Working Capital Fund Board Charter

Background

The Working Capital Fund (Fund) is an intra-governmental revolving fund established pursuant to Section 653 of the Department of Energy Organization Act, P.L. 95-91 (August 4, 1977). The Fund is Treasury Account 89X-4563, first established for FY 1997 based on then-Deputy Secretary Charles Curtis' November 27, 1995 approval of the November 21, 1995 recommendations of Chief Financial Officer, Joseph Vivona, and Assistant Secretary for Human Resources and Administration, Archer Durham. More recently, Section 1.28 of Delegation Order No. 00-008.00 delegated responsibility for administration of the Working Capital Fund to the Director, Office of Management, Budget and Evaluation/Chief Financial Officer.

Goals

The goals of the Working Capital Fund include:

- (1) Increasing the efficiency of the Department's operations by having the cost of administrative services reflected in day-to-day decision-making by program managers;
- (2) Improving the management of administrative services through use of flexible and business-like financing methods; and
- (3) Providing an accurate full-cost budget for programs and activities, including indirect costs wherever possible.

Functions

The Working Capital Fund Board ("Board") shall provide policy oversight and direction concerning:

- (1) Designation of activities to be included in the Fund;
- (2) Policies for establishing user charges for the Fund; and
- (3) Establishment of overall financial and managerial policies for the Fund and customer feedback for the activities included in the Fund.

The Board shall also respond to requests for advice or information from senior Department of Energy management on matters relating to the financing and management of common services.

The Board is authorized to:

- (1) Establish procedures for resolution of disputes;
- (2) Approve procedures for financial and business reports, subject to DOE accounting policies;
- (3) Request financial and performance information from business line officials; and
- (4) Advise senior Departmental officials on performance of organizations and activities financed through the Fund or on the administration of the Fund.

The Board is intended to supplement, not supplant, program and fiscal management responsibilities of the Director, Office of Management, Budget and Evaluation/Chief Financial Officer, and the Chief Information Officer.

Nothing in this charter will limit the authority of the Secretary, Deputy Secretary or both Under Secretaries to fulfill their management oversight responsibilities for the Department of Energy.

Membership

All Board members must be DOE employees. Members are expected to represent the whole of the Department rather than their individual program interests.

The membership of the Board shall include:

- (1) The Director, Office of Management, Budget and Evaluation/Chief Financial Officer (or designee), who will chair the Board;
- (2) The General Counsel (or designee);
- (3) The Chief Information Officer (or designee);
- (4) The Administrator of the National Nuclear Security Administration (or designee);
- (5) Six or more representatives of other Departmental Elements, designated by the Deputy Secretary; and
- (6) Such further representation as the Deputy Secretary may prescribe.

The Deputy Secretary may establish specific terms for Board members. If no definite term is established, Board members serve until replaced or removed by the Deputy Secretary.

The Chair shall appoint a Secretary to the Board and may appoint such other officials and establish working groups as necessary to carry out the functions of the Board.

The Director, Office of Management, Budget and Evaluation/Chief Financial Officer, will designate the Working Capital Fund Manager to perform the executive functions of the Fund.

Meetings

- (1) The Board shall meet at the call of the Chair, except that a majority of members of the Board may call for a meeting of the Board. One half of the membership of the Board will constitute a quorum. The Board may only meet if a quorum is present.
- (2) Meetings will typically be held quarterly, or more often as may be necessary.
- (3) Representatives of Departmental Elements that are not directly represented on the Board may attend Board meetings.
- (4) Written records of meetings shall be maintained.
- (5) To the extent practicable, the Board shall operate on a consensus basis. In the event a consensus cannot be reached, the Deputy Secretary will be consulted.